

C-O-N-F-I-D-E-N-T-I-A-L


OFFICE OF TRAINING

OPERATIONS SCHOOL  
Staff Training

CLANDESTINE SERVICE RECORDS II #5-72  
22 - 25 Feb '72

Room 802, Chamber of Commerce Bldg.

25X1A

  
Chief Instructor

Room 826, Chamber of Commerce  
Ext. 3396

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## Clandestine Service Records II

### OBJECTIVES

CS Records II (Biographic Research) is intended for Operations Officers and Intelligence and Clerical Assistants who support operations through the recovery of information about persons of interest to the Clandestine Service. It introduces the principles, techniques and specific procedures used in exploiting the various records of the Agency and other resources of biographic information. This course emphasizes research as performed by Headquarters personnel.

Biographic Research has often been called "name checking" and has been thought of as an administrative process. Persons who have insufficient knowledge of either the appropriate extent of the investigation or research or of the available sources of information have often been assigned to the "name check" task. As the Agency's operations became more complex and the record of these operations became more extensive, recovery of information from the record required more highly specialized knowledge to perform an adequate name check. This course represents a synthesis of the experience of professionals in the field of biographic research. The course provides an introduction to the professional skill necessary for adequate biographic research.

Students are instructed in CS requirements for biographic research, the importance of this research as a part of the investigative process, and in the available resources and repositories of information. Exercises in biographic research and in preparation of the reports required have a prominent place in the curriculum as well as practical work in responsibilities to the CS Records System at the completion of the research.

A kit of reading materials is made available by the Chief Instructor. The reading materials constitute an important part of the information which the student should absorb.

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25X1A

Tuesday, 22 February 1972

0830 - 0900	Administration & Course Introduction
0900- 0950	Biographic Research in the Clandestine Service. Introduction to non-CS Indices & Files.
1000 - 1050	CI/OA: The Relation of its Records to the CS Mission.
1100 - 1200	CRS/Biographic Research  A description of the materials & services available to the researcher in Central Reference Service
1200 - 1300	Lunch
1300 - 1630	<div style="background-color: black; width: 200px; height: 1.2em; margin-bottom: 0.5em;"></div> Biographic Research, Practical Exercise

25X1A

Wednesday, 23 February 1972

0900 - 1030	<div style="background-color: black; width: 280px; height: 1.2em; margin-bottom: 0.5em;"></div>
1000 - 1200	Biographic Research Practical Exercise
1200 - 1300	Lunch
1300 - 1630	Practical Exercise

25X1A

Thursday, 24 February 1972

0900 - 1200	Practical Exercise
1200 - 1300	Lunch
1300 - 1530	Practical Exercise
1530 - 1630	Writing the Meaningful Reply

Friday, 25 February 1972

0900 - 1130                      Critique of Practical  
Exercise

1130 - 1200                      Final Administration

# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

attachment